

HEWITT FARM

Event/Project Application
(Non-Profit Organizations or Non-Profit Events)

Date _____

Title _____

Description _____

Principal Name _____ Title _____

Contact Name (if different) _____

Tel # _____ Cell # _____ Email _____

Address _____

Event Dates ... Start .. _____ End _____ No of Days _____

Set-up Day _____ Breakdown Day _____

Event Participants _____ Est # _____

Estimated # of Attendee's _____

Sanitation Accommodations _____

(Set-up) _____ (Removal) _____

Parking Accommodations _____

Security Considerations _____

Insurance Coverage _____

Safety Issues (Police, EMTs) _____

Event Contact for Grounds Clean-up, Sign Removal _____

Please note any fees that will be charged _____

Will this activity be publicized? ☐ Yes ☐ No ☐ Not applicable
☐ *New London Day* ☐ *Westerly Sun* ☐ *No. Stonington Bulletin Board* ☐ *Other*

Requests are to be forwarded to the Hewitt Farm Committee 30 days in advance of event.
Attachments (if relevant): Field Layout Plan, photos of past events & other pertinent information